

Subject: Daily progress – photos to be sent on viber.

Keywords: Daily progress, photos.

1. All sites are required to send photographs of daily progress of work on the respective viber group. Guidelines for sending photographs are given under.
2. At most sites work has been divided between engineers. Each engineer shall be responsible for sending their photographs. In case the engineer is absent another engineer shall take the responsibility of sending the photographs on a daily basis.
3. Following photographs to be sent on a daily basis.
 - a. All RCC works. Photographs of every footing is required – before and after casting. Photographs of slabs to be sent from highest point of the site. Photographs of props/form work for slabs must also to be sent. Photograph after concreting work must be sent. Photographs of critical works like cantilever, slab joint, repair/corrections work, plinth beam joint with column, OHT works, ETP works, STP works, sumps, etc., must be sent.
 - b. Photographs of curing of RCC work must be sent for 21 days. Photographs of slab curing must be sent from highest point at site. Photographs quality ponds /gunny bags.
 - c. Photographs of brick work done during the day. Photographs of plastering done during the day.
 - d. If brick work/plastering is done on external side – photographs from different angles to be sent.
 - e. Finishing works like painting, flooring, tiles, door fixing, window fixing, grills (stage II to stage IV works) will be representative of work done on the day. Photographs of one or two flats/villas is sufficient.
 - f. Photographs of external fining works like painting/cladding/ACP/Glazing/ etc., must be sent on a daily basis.
 - g. Photographs of MEP works like waterlines within bathroom, external water lines, water supply through sumps/OHT, electrical supply infrastructure, transformers, transformer pedestal, underground cabling, cable trays, cables, panels, earthing, etc., must be sent on a daily basis.
 - h. Photographs of roadworks, security kiosk, compound wall, gates must be sent on daily basis.
 - i. Lift installation works photographs must be sent on a daily basis. Photographs also must be sent indicating work has not been taken up on any day.
 - j. For lab spaces – following photographs must be sent on a daily basis.
 - i. ACP /structural glazing – all sides.
 - ii. Water supply infra.
 - iii. Electric power supply infra.
 - iv. Electrical power backup infra.
 - v. Fire safety works, downcomers, fire pumps, fire alarm, pumphoom, etc.
 - vi. DG stack.
 - vii. MS fire staircases.
 - viii. ETP/STP including excavation, RCC, civil work, water proofing, installation of equipment, etc.
 - ix. Compressed air and vacuum.
 - x. Photographs showing inspection by consultant or officials or QC /management of vendor.

- xi. For all the works in this clause – photographs must be sent indicating work was not taken up on the day.
4. Photographs of all repairs and maintenance.
 5. Photographs of major complaint from customers/tenants.
 6. Photographs of inspection reports, handover/commissioning reports.
 7. Photographs of errors in construction work at site.
 8. Photographs of specialised works like anchoring, pressure grouting, retrofit, etc.
 9. Photographs of finishing works must be indicative i.e., one or two photographs showing work is under progress is sufficient.
 10. This is not an exhaustive list and photographs of any relevant work may be sent.
 11. There has to be a balance in the no. of photographs sent. They cannot be too few.
 12. Add one to three words with the photographs. A set of photographs of one type of work can have one description. Description must be primarily about location of work. Eg.: Flat no., villa no., block no., floor no., ETP, STP, etc. There is no need to describe the photograph unless absolutely necessary as the photograph is self explanatory.
 13. Photographs must be sent between 5 & 6pm on a daily basis. Engineers not spend more than 5 minutes in sending photographs.
 14. Fine of Rs. 500/- shall be levied on each engineer per day for not following the above guidelines.